Online Admission User Guide

Prepared By: 01 August 2013
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1.0 What is the Online Admissions Application?

The Online Admission Application is a system that can be used by prospective students to apply for a placement at The University of the South Pacific.

This manual is a step by step guide to assist you in completing all the relevant sections of the online application for a successful submission. It will guide you through each stage of the application form which is divided into two parts:

1. Creating Your Account
2. How to Apply for a Programme and submit your application

IMPORTANT POINTS TO ASSIST YOU:

Read the following points before you start with your application.

- **Check** that you have all the required documentation on hand (e.g. high school results, qualification, employment references, Curriculum Vitae etc.). You can refer to the List of Requirements before you START YOUR APPLICATION.

- **Click** the SAVE button after completing each section.

- **Ensure** that you have completed all mandatory fields, which will be highlighted if not completed.

- **Take your time in completing the form and ensure that all required documents are uploaded. Note that this will greatly assist the Assessor in reaching a decision on your application.**

2.0 Getting Started

Before you start your application, ensure that you create your **USP Admissions Online Account**.

Creating an account will allow the following:

- The activation of your own USP Admissions Online account required to activate the LOGIN page for your application.
- An email to be sent to your personal email account, confirming receipt of your application.
- Your own application reference number for easy reference when making further enquiries on your application.
- Timely feedback on the progress status of your application.
- A confirmed decision within 5-7 working days of your submission date.
2.1 Creating Your Online Admissions Account

- Create an account click on the **Create Your Account** link

**New Students**

If this is the first time you are applying using the Online Application, please create your Online Admissions Account by clicking the **Create Your Account** link below.

- **Type in your name, active email address and password** and then retype your password before clicking **SUBMIT**.
IMPORTANT NOTE:

- Ensure that you use a current email address. If you do not have an email address, you will need to create an email account first to enable you to LOGIN to the system. In this case it would be advisable to create a Gmail account.

- Once you click SUBMIT, you will receive the following message indicating that your USP Online Admissions Account has been created, and to check your email to activate your account.

Create Your Account

Your account has now been created. Please check your email and follow the steps to activate your account. If you did not receive an email from us in your Inbox, Please check the SPAM mail list.

- Check your inbox for mail from USP Admissions providing you with a link to activate your Online Admission Account.
- Click on the link provided in the email to activate your account.

Account Activation

USP Admissions <admissions@student.usp.ac.fj>
Tue 11/20/2018, 12:16 PM
You

Please click on the link below to activate your account:
https://sols1.usp.ac.fj/oadmission/pactivate.pl?uid=528b398c-3da1-1037-8fc8-000c29d9f001

- You will be redirected to the USP page with the following message. Click on the link to LOGIN to the system.

Your account has been activated.
Click here to login

- Once you click on the login link, you will be redirected to the Online Admission Application homepage.
Current Students

If you already have an Online Admissions account with us please click one of the links below to go to your application.

- Regional Applicant
- International Applicant

JOHN

- If you are applying as a regional applicant click on REGIONAL APPLICANT. If you are applying as international applicant, click on INTERNATIONAL APPLICANT.

2.2 Logging into the system

- Once you have selected either International or Regional, you will be taken to a login page where you will be required to enter your Email address and password.

USP Online Admissions for Regional Applicants - Login

Email: john56@gmail.com
Password: ********

Login

Forgot your password?
Do not have a Online Admissions Account? Click here to create one

IMPORTANT NOTE:
You are required to fill both fields again in order to log into the system
2.3 Important Dates and Application Requirements

- Once you have logged in, you are strongly advised to read and familiarise yourself with the current academic dates and listed requirements, to ensure that your paperwork is in order before you start your application.

**APPLICATION FOR ADMISSION – REGIONAL APPLICANTS**

Steps to take

- Refer to Important Dates
- Check the list of requirements and ensure you have your paperwork in order.

Complete the online application and submit.

What happens after you submit?

- Student Administrative Services will review your application and supporting documentation and determine your admissibility within 3-4 working days.
- Should there be additional documents required or comments regarding your application, you will be notified.
- Once a decision has been made regarding your application, you will be notified.
- Postgraduate applications
  - Your application will be forwarded to the respective Faculty for a final decision by the Faculty Postgraduate Committee.
  - Should there be additional documents required or comments regarding your application, you will be notified.
  - Once a decision has been made regarding your application, you will be notified.

Once you have started your online application, you can save your work and come back to it later - even from a different computer.

Please Select term you wish to apply for:
- Semester 1,2019
- Submit & Start Application
3.0 Start Your Application

- Depending on the level you wish to study at, select either undergraduate or postgraduate.
  
  **Undergraduate level:**
  Applicants who wish to apply for a Preliminary/Foundation, Certificate, Diploma or Bachelors Programme.
  
  **Postgraduate level:**
  Applicants who wish to apply for a Postgraduate Certificate, Diploma, Master or Doctorate in Philosophy programme.

- After selecting the level, the system will re-direct you to the relevant Undergraduate or Postgraduate application to enter your information.
3.1 Personal Details
Student Disability

Step 1: Fill in Your Personal Details

- Fill in all your personal details as requested on the form.
- Click ‘Choose File’ to upload your certified copy of your official Birth Certificate. A passport biodata page is also acceptable if you do not have an official birth certificate.
- Click ‘Choose File’ to upload a certified copy of your Marriage Certificate/Deed Poll if your name differs from that on your official Birth Certificate.
- Applicants with disabilities are encouraged to complete this section.
The applicant is required to fill in ALL details of the Personal Details section.

**IMPORTANT NOTE:**

- The user is required to fill out all mandatory fields.
- A copy of birth certificate is a compulsory submission.
- Where an applicant does not have a birth certificate a passport biodata page is compulsory.
- When submitting the hardcopy, applicant must state full name and application reference number on provided once application is successfully submitted.

Click on SAVE after completing all the required details.
Once you have entered all the necessary details click **SAVE**, a pop-up message will appear informing you to proceed to the next section.

- Click **OK** for the message box to disappear and then **NEXT** to proceed.

### 3.2 Contact Details

**Step 3: Fill in Your Contact Details**

This section requires provide your current contact details.

<table>
<thead>
<tr>
<th>Personal Details</th>
<th>Contact Details</th>
<th>Emergency Contact</th>
<th>Qualification</th>
<th>Programme</th>
<th>Employment History</th>
<th>Destination</th>
</tr>
</thead>
</table>

**Contact Detail**

- **Mailing Address**
  - Postal Address: 
  - Town/City: 
  - ZIP Code: 
  - Country: 

- **Vacation Address**
  - Postal Address: 
  - Town/City: 
  - ZIP Code: 
  - Country: 

- **Phone:**  
  - Mobile:  
- **Primary Email:** nola.nework1950@hotmail.com  
- **Secondary Email:**  

**Save**

The ZIP Code is only for informational students. Leave the ZIP Code blank if you are not sure.  

For help on Country Code, please click here.

Previous  |  Next
The following screen will appear after clicking on the country code link

The application can choose the country code that will be used

- Once you have completed the section, click Save and then click Next to proceed to the next section of the form.

**IMPORTANT NOTE:**

If the mandatory details of the form are not entered, the system will display the following pop-up message once you click on SAVE.

You will need to complete all the required fields to proceed.

- Once all the mandatory fields are complete, click SAVE and then click NEXT to proceed to the next section of the form.
3.3 Emergency Contact

**Step 3:** Fill in Your Emergency Contact Details

This section requires that you submit your emergency contact details.

- Click on **SAVE** after completing this section of the form.
  - The system will display a pop-up message stating that the applicant can proceed to the next section.

If you are unsure of your country code click on the link provided at the bottom of the form.
The following page will open from where the applicant can choose the appropriate country code.

Click on this link to get help on country

For Help on Country Code, Please Click here
3.4 Qualification

Step 5: Fill in Your Qualification Details

The fourth section of the application requires that you submit details of your qualifications to date and upload official supporting documentation of results, transcripts and awards received.

This section has two parts:

1. **Secondary/High School** - official form 6 or 7 (Year 12, 13) results achieved to date.
   - Click BROWSE to select your file and the ADD to upload your official results.

2. **Tertiary/University/College** - details for any Certificate/Diploma/Master/PhD qualification attained to date.
   - Click BROWSE to select your file and the ADD to upload your official results.

Please ensure that uploaded documents are certified by appropriate authority or else the application will be deemed INCOMPLETE.
• Click BROWSE to select your file and the ADD to upload your official certificates and transcripts

**IMPORTANT NOTE:**

*If the applicant clicks on Add without adding all the necessary details, the system will display a pop-up message for which fields are yet to be filled. The fields will also get colored*

Once you have entered your details you can view all documentation you have uploaded by clicking on **SHOW UPLOADED DOCUMENTS & DETAILS**. You will also be able to delete a record if you need to make changes and re-submit details.

Click on **SHOW UPLOADED DOCUMENTS & DETAILS** to view the documents that you have uploaded (refer below)
• You can add and view as many qualification details as is submitted.

To delete a record, click on the **DELETE** link provided and re-enter or upload your new record.

**IMPORTANT NOTE:**

If you do not upload a soft copy of your high school result/tertiary certificates your application can still be submitted, nevertheless your application will be held until you submit certified hard copies of these documents with your full name and application number clearly stated on each document.

After adding the qualification details the user has to proceed to the next section.

• Click on **NEXT** to proceed to the next section.
3.5 Programme

**Step 5: Select Your Programme of Choice**

This section requires the applicant to select his/her Programme from the drop down menu, together with his/her choice of majors and minor.

**Programme and Majors/Minors**

- Bachelor of Science
- BA in Tourism & Hospitality
- BCom/LLB
- Bachelor of Commerce
- BCom Grad Cert in Education
- Bachelor of Com in Hotel Mgmt
- Bachelor of Com Prof Account
- Bachelor of Education
- BED (Early Childhood)
- BED (Inf Services)
- Bachelor of Ed (Pre-Service)
- Bachelor of Education (Primary)
- BED Spec (Incl Ed in Serv)
- Bachelor of Eng (Elect/Elec)
- Bachelor of Engineering (Mech)
- Bridging Foundation Science
- Bridging Foundation Social Sc
- Bachelor Net Centre Computing
- Bridging Pre Science
- Bridging Pre Social Science

**IMPORTANT NOTE:**

Certain programmes are prescribed and do not have majors/minors for you to select.

*Example: Bachelor of Engineering (Electrical/Electronics), Bachelor of Environmental Science*
3.5 Programme

**Step 5: Select Your Programme of Choice**

This section requires the applicant to select his/her Programme from the drop down menu, together with his/her choice of majors and minor.

**IMPORTANT NOTE:**

Certain programmes are prescribed and do not have majors/minors. For Example, Bachelor of Engineering (Electrical/Electronics), Bachelor of Environmental Science.
• Prescribed programmes will have NULL as the major/minor options and you will not be able to select from a drop down menu.

• For the programmes which have majors and minors, the applicant will need to specify his/her option from the list of majors/minors on the drop down menu.

• After selecting your programme, majors and minors, click on **Add Choice** to confirm your choice.

➢ It is strongly advised that applicants applying for undergraduate programmes should choose three programmes in order of preference.

**IMPORTANT NOTE:**

• Certain programmes may require you to upload an official confirmation letter e.g. Bachelor of Education (Primary)
Once the applicant has added all details of programme choices, he/she can view what has been added by clicking **SHOW DETAILS**.

Should you wish to delete a record, click **DELETE** to make the necessary changes and to re-submit.

1. Click on **NEXT** to proceed to the next section

### 3.6 Employment History

**Step 6: Fill in Your Employment History Details**

This section of the system captures your employment history.

- You are required to fill in your employment history details in this section if you have been or are currently employed.

**IMPORTANT NOTE:**

*It is not compulsory for current high school students to complete this section*
IMPORTANT NOTE:

- It is mandatory for postgraduate applicants applying for admission to a Graduate School of Business programme to submit 2 work reference letters and a full detailed CV/Resume clearly outlining employment history with start and end dates for each period of employment.
- Is it strongly recommended that mature applicants submit a full detailed CV and work references.
- The applicant can submit hardcopies of their work reference letter and CV/Resume to the University if they do not have the soft copies to upload. Certified hard copies of documents must have the applicant’s full name and application reference number clearly stated.

After adding the employment details, click **ADD** to save details. More details can be added if you have worked in more than one organization.

Submit your a full detailed Curriculum Vitae/Resume by uploading in the **ATTACH CV/RESUME** section.
You can view details and documents you have added by clicking **SHOW DETAILS**.

- To delete a record, click on the **DELETE** link provided after each record
- Click on next to proceed to the **NEXT** section
3.7 Declaration and Survey

The last section of the application is divided into two parts:

1. View details/documents submitted and Declaration; and
2. Completion of the Survey

- View details/documents and Accept the Declaration:

By clicking on each bar of the Summary, you are able to view and sight all details entered and documents uploaded. At this stage you can go back to relevant sections of the application to make any necessary changes, if you wish to do so.

- Declaration

BEFORE YOU TICK ON THE CHECKBOX TO ACCEPT
1. Ensure that all the added details are correct.
2. Ensure that you have read all the terms and conditions.
3. Once you are satisfied with each section of the summary, tick ACCEPT to accept the Application Declaration confirming your agreement that the University reserves the right to either accept or reject your application. Note that if you do not accept the declaration, the application will be deemed as incomplete and you will not be able to submit.
IMPORTANT NOTE:
Details and documents provided in your application must be accurate and comply with the supporting documents you have submitted. If this is not the case, your application for admission will be considered null and void.
• **Completion of Survey:**
  Select the option that applies to you.

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**Declaration**

I Walter Work

- acknowledge that the University reserves the right to deny me admission to a programme or cancel my registration in any course if the information given is incorrect and or incomplete or if there are insufficient resources available at the University for me to successfully complete the programme for which I have applied for or the course I have registered in
- authorise the University to obtain further relevant information/documentation from relevant parties to verify and or support my application submitted herewith for assessment purposes
- understand that any documentation I submit becomes the property of the University and will not be returned to me
- acknowledge that due to the confidential nature of this application, the University cannot disclose information to any third party without my written consent.

- Accept

*Please complete Survey before submitting the application* 

Submit

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**IMPORTANT NOTE BEFORE SUBMITTING**

- The applicant can keep changing the information that he/she has entered until clicking the final submission.
- After doing the final submission, the applicant **will not be** able to change any information that’s added.

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• **Submitting the Application:**
  Once you have completed the form and rechecked, click on the **SUBMIT** button to send.
3.8 Pending Details

Upon the successful submission of your form, the system will outline any pending details that you are yet to provide.

The Pending details page, is basically a reminder of requirements that are still pending submission.

- Submitting Pending Details

- To complete a section or upload a document that is pending, click on the link under PENDING DETAILS. The system will redirect you to the appropriate page, where you will need to provide the required information. Once you have done this, click SAVE

3.9 Logout

<table>
<thead>
<tr>
<th>Step 8:</th>
<th>Logout of the System</th>
</tr>
</thead>
</table>

After your final submission, ensure that you click on the LOGOUT button on the top right hand side of the form.

4.0 Notification

Upon successful submission of an application, an email notification will be sent to the applicant’s email.

The email will outline all the information that has been added by the applicant in the system and provide you with a reference number should the applicant wish to follow up on the progress of his/her application.